

## **CONSTRUCTION SERVICES MANAGER**

### **SUMMARY/PURPOSE**

This position manages and leads the administration and enforcement of the building code, zoning code, and related regulations, policies, and initiatives for Construction Services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manage the operations of Construction Services in accordance with procurement protocols, funding source procedural requirements, state code, and other legal requirements and department and City policies.
2. Manage the permitting, inspections, plan review, customer service, and processes enforcing the building code, ordinances, and other regulations.
3. Conduct long- and short-range studies to analyze the adequacy of code enforcement and quality and effectiveness of present services.
4. Communicate and collaborate with the community, contractors, other department staff, managers and directors, and elected officials on proposed development projects, customer service, shared processes, and objectives.
5. Direct, coordinate, and analyze the development of ordinances and resolutions for City Council consideration and present specifics at council meetings.
6. Review, analyze, and interpret the building codes and related regulations as applied to development proposals.
7. Direct the effective use of software, devices, web based applications, social media, and other technology as operational tools and provide information and permitting services to internal and external customers.
8. Manage, lead, and supervise Construction Services division staff.
9. Serve as primary liaison between City divisions involved in providing permitting and review services for construction and development.
10. Ensure the designated municipal building official maintains required statutory authority over all code enforcement activities related to the state building code.
11. Prepare, control, and monitor the division budget, expenditures, and administration of funds.
12. Other related duties may be assigned.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A combination of education and/or experience equaling five (5) years, which demonstrates a proficiency in the knowledge, skills, and abilities listed below. Examples of acceptable education might include architectural drafting, building inspection technology, construction management, building trades, or civil engineering technology. Acceptable experience might include administration of the building code as a field inspector, plans examiner, or land use technician, or work in the engineering field.
  - B. Experience leading projects and/or teams.
2. License Requirements
  - A. Certification as a Plans Examiner by a nationally recognized code agency within 12 months of hire.
  - B. Possess and maintain certification as a Minnesota Building official within six months of hire.
3. Knowledge Requirements
  - A. Extensive knowledge of applicable building codes, ordinances, statutes, and City policies.

- B. Knowledge of the principles of building construction and site development.
  - C. Knowledge of applicable computerized software programs, office equipment, and modern communication methods.
  - D. Knowledge of the principles of technical writing.
  - E. Knowledge of current technology and trends in the profession.
  - F. Knowledge of effective management and supervisory practices.
  - G. Knowledge of research and data analysis methods and techniques.
  - H. Knowledge of MPCA erosion and storm water control.
4. Skill Requirements
- A. Skill in performing detailed analysis and examination of complex construction plans and specifications for compliance with applicable codes, ordinances, and other regulations.
  - B. Skill in researching and interpreting laws, rules and regulations, legal documents, legal descriptions, maps, building plans, and civil drawings.
  - C. Skill in assisting customers in solving problems related to codes, ordinances, and regulations related to construction and development.
  - D. Skill in applying sound business judgment in decision-making.
  - E. Skill in providing superior customer service.
  - F. Skill in maintaining compliance with applicable regulations and policies.
  - G. Skill in communicating effectively, both verbally and in writing.
  - H. Skill in the operation of automated office equipment, scanners, personal computers, and software applications including email, internet use, word processing, and spreadsheets.
5. Ability Requirements
- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - B. Ability to supervise assigned staff.
  - C. Ability to set priorities, organize work and meet deadlines under pressures of time constraints and conflicting demands.
  - D. Ability to operate architectural and engineering scales and perform accurate mathematical calculations.
  - E. Ability to establish and maintain effective working relationships with city employees, outside agency representatives, and the public.
  - F. Ability to pay close attention to detail.
6. Physical Ability Requirements
- A. Ability to attend work on a regular basis.
  - B. Ability to occasionally lift and carry items such as plans, books, and boxes weighing up to 40 pounds.
  - C. Ability to occasionally stand at permit counter line.
  - D. Dexterity to operate computer and other office equipment.
  - E. Ability to hear and speak to exchange information.
  - F. Visual acuity to inspect documents for accuracy.

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WC: 8810	Pay:	EEOF: Housing	CC:	Resolution: